

WORD PROCESSING TABS

(BETTER KNOWN AS: "AVOIDING THE SPACE BAR.")

In this assignment, you will become acquainted with the Tab dialog box. Read each text box and practice setting tabs using Format Menu, Tabs.

DO: Strike the tab key
DON'T: Strike the space bar
when positioning text across the page.

Must the default tab stops always be 0.5 inches apart?
No.

What can I choose in this section?

The type of tab you want to set. The data using these tabs will be aligned at the left, center, right, or decimal. A bar can also be generated at a tab stop.

If I set a new tab here, what happens to the default tabs that were already set?
The default tabs that preceded it on the ruler are deleted. The default tabs that follow it on the ruler remain active.

What is a leader?

Dots, hyphens, or underlines that carry the eye from one tab stop to another.

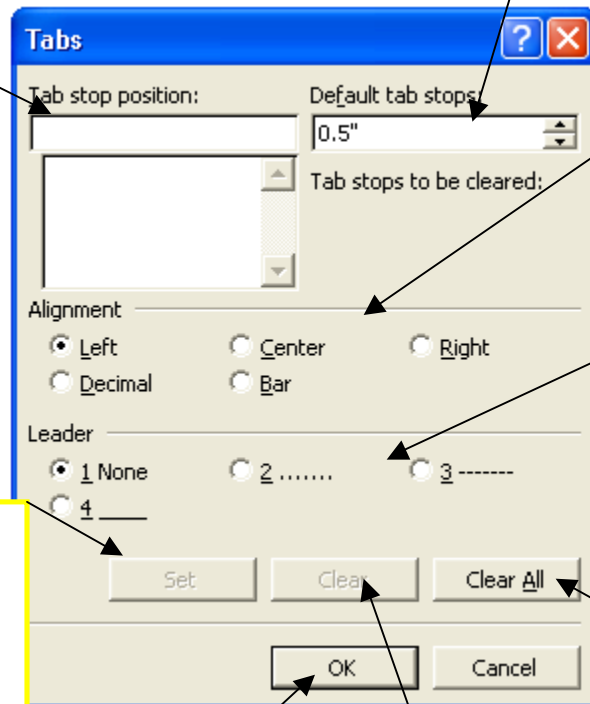
When should I click the Set button?
Click the set button after you have entered all of the information for a new tab. By clicking set, you remain in the dialog box and are ready to set another new tab.

Click OK when:
All of the new tabs have been set and you are ready to exit the dialog box.

When is the Clear button used?
It is used when only one selected tab needs to be deleted.

What happens if I click Clear All?

All new tabs are deleted and the default tabs are restored.



Why use the *Tab* dialog box instead of the *Ruler* to set tabs?

The ruler is quicker, but it does not have as many options as the tab dialog box.